

Personal Organizer

Organizador Personal

User's Guide

Manual del usuario

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Introduction

Congratulations! You now own a Rolodex® Electronics Personal Organizer that holds up to 384 kb of memory. Using this organizer you can:

- keep track of daily appointments;
- store and retrieve:
 - business and personal telephone numbers and addresses
 - e-mail addresses
 - memos
 - schedules
 - anniversaries
 - to do lists
 - expense records;
- set two clocks to keep time and date in 29 locations around the world;
- perform metric and currency conversions;
- set a Daily Alarm;
- link data with your PC;
- choose between 6 prompt languages;
- protect your data with a password.

You can also use the backlight for easier viewing.

Notice

- The manufacturer strongly recommends that separate permanent written records be kept of all important data. Data may be lost or altered in virtually any electronic memory product under certain circumstances. Therefore, the manufacturer assumes no responsibility for data lost or otherwise rendered unusable whether as a result of improper use, repairs, defects, battery replacement, use after the specified battery life has expired, or any other cause.
- The manufacturer assumes no responsibility, directly or indirectly, for financial losses or claims from third parties resulting from the use of this product and any of its functions, such as stolen credit card numbers, the loss or alteration of stored data, etc.
- The information provided in this manual is subject to change without notice.

Cautions

- Do not carry the organizer in the back pocket of your slacks or trousers.
- Do not drop the organizer or apply excessive force to it.
- Do not subject the organizer to extreme temperatures.
- Clean only with a soft, dry cloth.
- Since this product is not waterproof, do not use it or store it where fluids can splash onto it. Raindrops, water spray, juice, coffee, steam, perspiration, etc. will also cause the organizer to malfunction.

Getting Started

Using the Organizer for the First Time

The first time you use this organizer, you should perform a system reset. **Warning!** A system reset erases any user-entered information and clears all settings. Pressing the reset button with more than light pressure may permanently disable your organizer.

E
N
G

1. Turn the organizer over and carefully pull the battery insulation sheets to remove them.
2. Press ON/OFF to turn the organizer off.
3. Use a thin, pointed object (e.g., a straightened paper clip) to press the reset button on the back of the organizer.

Caution: Do not use an object with a breakable or sharp tip.

RESET?

4. Press ENTER to clear the memory.

To cancel, press any other key.

RESET TIME?

5. Press ENTER to reset the time.

To cancel, press any other key.

ENGLISH?

6. Press Search or to cycle through US English, Spanish, French, German, Portuguese, and Italian.

7. When the language you want is displayed on the screen, press ENTER to select it.

The unit automatically returns to the Home Time mode.

◆ Setting the Clock

To learn how to set the clock, see "Using the Clocks".

Changing the Language

This organizer can display prompts and other messages in six languages. To select a language, do the following:

1. Press (Time).

<<HOME TIME>>
FRI 1-JAN-1999
HONG KONG
12:35 40 PM

2. Press L(Lang).

ENGLISH?

3. Press Search or to cycle through US English, Spanish, French, German, Portuguese, and Italian.

4. When the language you want is displayed on the screen, press ENTER to select it.

The unit automatically returns to the Home Time mode.

◆ Auto Shut-Off

When none of the keys have been pressed for approximately 5-6 minutes, the organizer automatically turns the power off to save the batteries. Press **ON/OFF** to resume. The actual life of the batteries depends on the usage.

Key Guide

Function Keys



Toggles between 3 telephone directories.



Goes to the Scheduler.



Goes to the To Do list/Memos.



Goes to the Calendar.



Toggles between Home Time, World time and Daily Alarm.



Goes to the Anniversary directory.



Goes to the Expense Manager.



Goes to the Converter.



Goes to the Calculator.



Goes to Data communication.



Turns the backlight on or off.

Other Keys



(C/CE) Moves the cursor to the next line in a record in editing mode.

ON/OFF

Turns the organizer on and off.

ENTER

Stores data in a record, confirms data entries.







DEL

Deletes a character when editing a record.
Deletes a record being viewed.

INS

Allows characters to be inserted when editing a record.

Key Guide


- SET/EDIT** Allows you to edit information. Sets the Home and World Times, Daily Alarm, and conversion rates.
- SYM** Types special symbols, e.g. @, #, etc.
- SPACE** Types a space in records, accesses the password in Home Time.
- Search**  Cycles through records, world times, conversions.
-  Moves cursor in indicated direction.
-  (Contr) Controls the screen contrast.
-  (Next) Displays next record.
- C**  Selects the alarm clock and then cycles through the Daily, Hourly, and Schedule alarms to activate/deactivate them.
- D(DST)** When the Home Time is displayed, turns daylight savings on or off.
- L(Lang)** Changes the prompt language.
- X(AM/PM)** Toggles times between a.m. and p.m.
- M(MD/DM)** Toggles date display between M/D/Y and D/M/Y.
- Z(12/24)** Toggles times between 12- and 24-hour time displays.
- V**  Turns the keytone on or off.

Calculator Function Keys


You **do not** need to use **ALT** when using these keys in the calculator.

Q(MC)	Clears the memory.
W(MR)	Retrieves a number from the memory.
E(M-)	Subtracts the displayed number from the number stored in the memory.
R(M+)	Stores a positive number in the memory.
+	Adds a number.
-	Subtracts a number.
x	Multiplies a number.
÷	Divides a number. Displays as / .
•	Inserts a decimal point.
=	Performs a calculation.
O(%)	Calculates a percentage.
I(√)	Calculates a square root.
P(+/-)	Changes the sign (+/-) of a number.
←(C/CE)	Clears the most recent entry.



◆ Turning the Keytone Off or On

The keytone is the beep that sounds whenever a key is pressed. When the keytone is on, an icon (🔔) appears on the screen. To turn the keytone on or off, press  (Time) to return to Home Time, and then press V(🔔).

◆ About the Backlight

You can press  to switch the backlight on and off. It will automatically turn off if you have not pressed a key for about eight seconds.

◆ About Symbols

SYM gives you the option of entering any of 23 symbols. Press **SYM**. Press Search() or  to cycle through the symbols: + - = % • @ / : _ , # \$ £ ¥ ? * () ! & \ ➞ ⬅. Press 0-9 to confirm the symbol you want.

◆ About Screen Illustrations

Some screen illustrations in this User's Guide may vary slightly from what you see on the screen. This does not mean that your organizer is malfunctioning.






Using the Clocks

The clock lets you set a Home Time and view local times around the world. You should set the Home Time before viewing world times or using the Schedule, To Do and Anniversary directories, because world times are based on the Home Time.

Setting Home Time

1. Press  (Time) until the Home Time screen appears.

<<HOME TIME>>
FRI 1-JAN-1999
HONG KONG
12:35 40 PM

2. Press **M**(MD/DM) to toggle between the date display of M/D/Y and D/M/Y.
3. Press **D**(DST) if you want to see daylight savings time.
 is displayed. To turn it off, press **D**(DST) again.
4. Press **SET/EDIT** to start editing.
5. Press **Search** or  to cycle through the list of 29 cities.
6. When you see the one you want, stop pressing **Search** or  to choose it as your home city.


Note: If you wish to change the label of your Home city, type the name you want using up to 12 letters.

7. Press **ENTER** and enter the date and Home Time. For example, to enter 11-25-1999, 10:30 a.m., type **112519991030**.

<<HOME TIME>>
THU 25-NOV-1999
NEW YORK
10:30 40 AM

8. Press **ENTER** to store your settings.

Setting World Time

1. Press  (Time) until the World Time screen appears.

<<WORLD TIME>>
FRI 1-JAN-1999
LONDON +05 : 00
4:35 40 AM


There are 29 built-in cities in different time zones.

2. Use **Search**  or  to cycle through the list of cities and view their corresponding times.

Note: The World Time is based upon hours added to or subtracted from the Home Time zone. It is not a separate clock and cannot be set.

Using the Clocks

City Code	City Name	City Code	City Name
AUCKLAND	Auckland	CAIRO	Cairo
GUAM	Guam	PARIS	Paris
SYDNEY	Sydney	LONDON	London
ADELAIDE	Adelaide	AZORES	Azores
TOKYO	Tokyo	MID ATLANTIC	Mid Atlantic
HONG KONG	Hong Kong	RIO.	Rio De Janeiro
BANGKOK	Bangkok	CARACAS	Caracas
YANGON	Yangon	NEW YORK	New York
DHAKA	Dhaka	CHICAGO	Chicago
DELHI	Delhi	DENVER	Denver
KARACHI	Karachi	LOS ANGELES	Los Angeles
KABUL	Kabul	ANCHORAGE	Anchorage
DUBAI	Dubai	HAWAII	Hawaii
TEHRAN	Tehran	MIDWAY	Midway
MOSCOW	Moscow		




3. Press **SET/EDIT** to edit a city name of your choice (up to 12 characters) and press **ENTER** to confirm your choice.
4. Press  (Time) to return to the Home Time screen.

◆ Time Format


When setting time, press **X** (AM/PM) to toggle between a.m. and p.m.

When viewing time, press **Z** (12/24) to toggle between the 12-hour and 24-hour format.

Setting the Alarms


There are three kinds of alarms: the Daily Alarm, indicated by , the Hourly Chime, indicated by , and the Schedule Alarm, indicated by .


Setting the Daily Alarm

1. Press  (Time) until the Daily Alarm screen is displayed.

ALARM
12:00 AM

2. Press SET/EDIT, then use the numbered keys to enter a time. For example, enter 1015, and press X(AM/PM) to select either a.m. or p.m.
3. Press ENTER to confirm your settings.

 **ALARM**
10:15 AM

 indicates that the Daily Alarm is on.

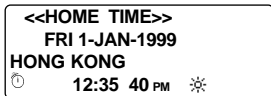
At the set time, your organizer will automatically turn on (if it was off). The alarm will sound for about 20 seconds. Press any key to turn off the alarm.


Setting the Hourly Chime/Schedule Alarm


The Hourly Chime sounds once every hour on the hour.

The Schedule Alarm sounds at the selected day and time.

1. Press  (Time) until Home Time is displayed.
2. Press C () until  is displayed.



3. To cancel the alarm, press C () until no icon is displayed.

Press C () to cycle through four alarm selections:

Alarm

Icon

No alarm

No icon

Hourly Chime



Schedule Alarm



Hourly Chime and Schedule Alarm



Using the Calendar

You can view the current date or browse other dates moving one day, one week, or one month at a time through 200 years (from 1901/1/1 to 2099/12/31). You can also view Scheduled events, and To Do and Anniversary entries from the calendar. To learn how to enter scheduled events, read "Using the Scheduler". To learn how to enter Anniversary entries, read "Using the Anniversary Directory". To learn how to enter To Do events, read "Using the To Do Directory".

Viewing Dates


1. Press  (Cal).


1999	1 2 3 4
DEC	5 6 7 8 9 10 11
	12 13 14 15 16 17 18
48/	19 20 21 22 23 34 35
52	26 27 28 29 30 31

The current date will flash and the current month and year will be displayed to the top left of the screen.


The week number of the current day and the total number of weeks in a year will be shown at the bottom left of the screen.

2. Press  to move one day at a time.




Press  to move one week at a time.



Press Search  to move one month at a time.

Viewing Schedule, Anniversary and To Do Entries from the Calendar

1. Press  (Cal).
2. Locate the month and week of the entry following the steps on the previous page.

The dots to the right of the date indicate Schedule, Anniversary and To Do entries. The upper dot indicates a Schedule entry, the middle dot indicates an Anniversary entry and the lower dot indicates a To Do entry.


3. Highlight the entry you want using the direction keys and then press  (Sched),  (Anniv) or  (To Do/Memo) to view the detailed information about the entry.

If there is more than one Schedule, Anniversary or To Do entry on that day, press **Search**  or  to view them.

Using the Telephone Directory

Entering a Phone Record

There are three phone directories: Business 1, Business 2 and Personal.



1. Press  (Phone) to cycle between the three directories.

<<BUSINESS - 1>>
NAME?

2. Type a name. For example, to enter the name Robert Edwards, type EDWARDS ROBERT.

Note: To alphabetize your entries by the last name, you must type the last name first.

You can enter a maximum of 45 characters in the name field, including letters, numbers and symbols.

To enter a symbol, press **SYM**. Press **Search**  or  to cycle through the list of symbols and press 0-9 to choose the symbol you want.

NAME?
■ EDWARDS_

Using the Telephone Directory

Note: If the data on the first line exceeds 18 characters, it will automatically wrap to the next line.

3. Press **ENTER** to confirm the entry in the **Name** field.

COMPANY?



—

4. Type the name of a company.

In the Company field, you can enter a maximum of 18 characters including letters, numbers and symbols.

5. Press **ENTER** to confirm the entry and go to the next field.
6. Type a phone number. For example, type 201-265-5600.

HOME?

h: 201-265-5600

In each number field, you can enter a maximum of 18 digits, including hyphens and spaces.

7. Press **ENTER** to go to the next field.

You can now enter a Work number, Fax number, Cell phone number, Pager number (each up to 18 characters), E-mail address (up to 45 characters), Street address (up to 81 characters) and NOTE (up to 63 characters).

It is not necessary to complete each field. Skip an unwanted field and move on to the next one by pressing **ENTER**.

NOTE?

■ **VISIT ABC COMPANY**

This is the last field.

8. Press **ENTER** to store the record.

To learn how to view and edit records, please refer to "Searching for and Editing Records".

Using the Scheduler

In each schedule record, you can enter the date, time, and keywords for the event.

Entering a Schedule Record

1. Press  (Sched).

<<SCHEDULE>>
DATE/TIME?

2. To type the date and time, press any number key to start the input mode and then type your information. For example, to enter 20-09-1999, 11:30, type 200919991130.

Press **X** to choose a.m. or p.m., if needed.

The date format follows the one chosen on the Home Time screen. See "Setting Home Time".

3. Press **ENTER** to type keywords for the event. For example, type **STAFF MEETING**.

You can enter a maximum of 108 characters, including letters, numbers and symbols.

20-9-1999
11:30 AM
STAFF MEETING

Note: If your data on the first line exceeds 18 characters, it automatically wraps to the next line.

Schedule records are sorted chronologically by the Date/Time entries.

4. Press **ENTER** to store the data.

<<SCHEDULE>>

⏮️⏭️

DATE/TIME?

5. To turn on the Schedule alarm, press **C** (⏮️⏭️) in the Home Time display mode.

To learn how to set the Schedule alarm, please refer to "Setting the alarms".

When the Schedule alarm is set, the alarm will sound at the time of the appointment. The organizer will turn on (if it was off), displaying the relevant schedule record. Note: if you have set a password, you must enter it to view the schedule entry. See "Using a Password" for more information.


To turn the alarm off, press **C** (⏮️⏭️) in Home Time display mode until (⏮️⏭️) disappears.

To learn how to view and edit records, please refer to "Searching for and Editing Records".

Using the Memo Directory

You can enter a maximum of 108 characters including letters, numbers and symbols in each memo record.

Entering a Memo Record


1. Press  (To Do/Memo) until the Memo screen appears.

<<MEMO>>

MEMO?

2. Type your data.

Press **SPACE** to insert spaces in your data.


3. Press  (C/CE) to move the cursor to the next line.
4. Press **ENTER** to store your data.

To learn how to view and edit records, please refer to "Searching for and Editing Records".

Using the To Do Directory

In each To Do record, you can enter the date, time and keywords for the entry.

Entering a To Do Record

1. Press  (To Do/Memo) until the To Do screen appears.

<<THING TO DO>>
DATE?

2. To type the date, press any number key to start the input mode and then type your data. For example, to enter 09-20-1999, type 09201999.

The date format follows the one chosen on the Home Time screen. See "Setting Home Time".

3. Press ENTER to type keywords for the entries. For example, type FINISH ABC PROJECT.

20 - SEP - 1999
■ FINISH PROJECT

You can enter a maximum of 108 characters, including letters, numbers and symbols.




Note: If your data on the first line exceeds 18 characters, it automatically wraps to the next line.

4. Press ENTER to store your data.

Searching for and Editing Records





You can search for your records either directly or sequentially. You can review your records, edit them or delete them.





Searching for a Record

1. Press  (Phone) to search for a Telephone record, press  (Sched) to search for a Schedule record, or press  (To Do/Memo) to search for a To Do or Memo record.

2. Press Search  or  to view records in order.

Records in the phone directories are in alphabetical order; records in the Schedule and To Do directories are in chronological order and Memo entries are in the order in which you entered them.

In any phone directory you can type the first few letters of a name in the name field of a record and then press Search  or  to find it. The organizer will display the first record starting with those letters (if any). You can then use  or  to scroll through the record.



In the Schedule and To Do directories, you can type a date in the Date field of a record and press Search  or  to find it. You can then use  or  to scroll through the record.

Viewing a Record

1. Find the record you want to view.

See "Searching for a Record", above.

2. Press or to view the full record.

Continue to press Search  or  to view more records.

Editing a Record

1. Find the record you want to edit.

To learn how, read "Searching for a Record".

2. Press SET/EDIT.

3. Move the cursor to the character you want to edit.

4. Press INS to insert a character.

Press DEL to delete a character.

5. Press ENTER to store your changes.

Deleting a Record

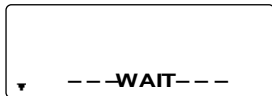
1. Find the record you want to delete.

To learn how, read "Searching for a Record".

2. Press DEL.

3. Press ENTER to delete the record.

To exit without deleting, press any key other than ENTER.



After a moment, you will see the message "DELETED" and you will return to the initial screen of the directory you are in.

Using the Expense Manager

In each expense record, you can enter the Date, Amount, Expense type, Payment type and a reference Note.

Entering an Expense Record

1. Press **Ⓢ**(Exp).
2. To type the date, press any number key to start the input mode and then type your information. For example, to enter 09-20-1999, type 09201999. The date format follows the one chosen on the Home Time screen. See "Setting Home Time".
3. Press **ENTER** and type the expense amount.
4. Press **ENTER** to go to the **EXPENSE TYPE** menu.

EXPENSE TYPE?

1

- | | |
|----------|-----------|
| 1. MEAL | 2. HOT EL |
| 3. CAR | 4. PHONE |
| 5. FARES | 6. ENT RT |
| 7. TIPS | 8. MISC. |

You have 8 expense types to choose from.

5. Press the number of the one you want and then press **ENTER** to go to the **PAYMENT TYPE** menu.
6. Press the number of the **PAYMENT TYPE** you want, and press **ENTER** to go to the **NOTE** field.
7. Type a note.

You can enter a maximum of 108 characters.

8. Press **ENTER** to confirm the record.



To View an Expense Record

You can search your records either by Date or by Note.

1. Press **(\\$)(Exp)**.

<<EXPENSES>>
DATE?

To search by NOTE, press ENTER.



2. Type the **DATE** or **NOTE** you are looking for or press **Search**  or  to cycle through your records.

To Find a Specific Expense Record

1. Press **(\\$)(Exp)** and then press ENTER till you see the **REPORT** screen.

<<EXPENSES>>
REPORT
FROM: 01- 1-99
TO: 31- 1-99

Press SET/EDIT to change the start and end dates of the Report period.

2. Press **Search**  or  to cycle through the report.

When you return to the REPORT screen, you can enter a new date period.

Using the Expense Manager

To learn how to edit and delete records, please refer to "Editing a Record" and "Deleting a Record".

To Edit the Expense Type Description

1. Press **Ⓢ**(Exp).
2. Press **SET/EDIT**.



TYPE 1?
MEAL

3. Edit the description using a maximum of 6 characters, and press **ENTER** to confirm.

You will now go to the next Type name that you can edit. Type your changes or a new name and press **ENTER** each time to confirm your changes.

It is not necessary to edit every Type. After you edit the Types you want, press **C/CE** to exit the edit mode.

Using the Anniversary Directory

In each anniversary record, you can enter the date and keywords for the event.

Entering an Anniversary Record

1. Press  (Anniv).




<<ANNIVERSARY >>

DATE?

2. Type the date using the number keys and press ENTER.
3. Type keywords for the event.

You can enter a maximum of 108 characters, including letters, numbers and symbols.

Viewing an Anniversary Record

1. Press  (Anniv).
2. Press Search  or  to cycle through your records.
3. To search for a specific record, type the date you want .


To learn how to edit and delete records, please refer to "Editing a Record" and "Deleting a Record".

Using a Password

You can lock your organizer so that only the Clock, Calendar, Calculator and Converter can be used without supplying the password. Note: You do not need to set a password to use this organizer.


Warning: Please keep written records of your data. If you forget your password, you will not be able to recover any of the data stored in your organizer. To use the organizer again, you will have to perform a system reset, which will clear the password and erase all the data stored in memory. To learn how to perform a system reset, read "Getting Started".

Setting the Password

1. Press  (Time) until Home Time is displayed.
2. Press **SPACE**.


Type a password. You can use up to 6 digits.
Remember to write your password down and keep it in a safe place.

3. Press **ENTER** to store your password.






The  icon will be displayed.

The next time you turn the unit on and press

 (Phone),  (Sched),  (To Do/Memo),  (Exp) or

 (Anniv) you will need to enter your password to use these functions.


Accessing Data When the Password is Activated

1. After turning the unit on when the password is activated, press  (Phone),  (Sched),  (To Do/Memo),  (Anniv) or  (Exp).




You are prompted to enter your password. Type your password and then press **ENTER**.

If you mistype your password, the message "OPEN ERROR!" will appear and you will be prompted to enter your password again.

After you enter your correct password, the  icon will disappear from the screen and you will be able to enter your data.

2. You can now enter new data or view existing data.

Changing or Deactivating the Password

1. Press  (Time) until Home Time is displayed.
2. Press SPACE().



3. Type your old password and then press ENTER.

You will be prompted to enter your new password.

To deactivate your password, just press ENTER without pressing any number keys first.

4. Type your new password and then press ENTER.

Using the Calculator

Making a Calculation

1. Press $\boxed{+ \quad - \quad \div \quad \times}$ (Calc) .

<<CALCULAT OR>>

0.

2. Type a number.

You can type up to 12 digits. To type a decimal, press \bullet .

To change a number from positive to negative, press **P** (+/-).

To clear a number, press \leftarrow (C/C ϵ).

3. Press +, -, \times or \div to add, subtract, multiply, or divide, respectively.

Or press **I**($\sqrt{}$) to calculate a square root.

4. Type another number.

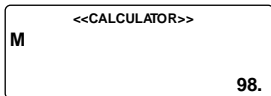
5. Press = to calculate.

Or press **O**(%) to calculate the percentage.

6. Press \leftarrow (C/C ϵ) to clear the calculations.

Using the Calculator Memory

1. In the Calculator, make a calculation or type a number.
2. To add the number on the screen to the number stored in memory, press **R(M+)**. To subtract the number on the screen from the number stored in memory, press **E(M-)**.



M indicates the number is stored in memory.

3. To retrieve the number from memory, press **W(MR)**.
4. To clear the memory, press **Q(MC)**.

Note: When the integer part of a calculation result, or any integer in the memory, exceeds 12 digits (including the decimal point), or any other invalid operation is attempted, a calculator error will occur and "E" will appear on the display. Press **← (C/C_E)** to clear the error.

Using the Converter

Using the Built-in Conversion Rates

Use your organizer to do the following built-in conversions:

Feet	⇔	Meter
Yard	⇔	Meter
Inch	⇔	Centimeter
Mile	⇔	Kilometer
Pound	⇔	Kilogram
US gallon	⇔	Liter
UK gallon	⇔	Liter
Ounce	⇔	Gram
Fahrenheit	⇔	Centigrade

1. Press **()** (Conv) until the Metric conversion screen appears.

<<METRIC>>	
FEET → M	0.3048
FEET:	0.
M:	0.
	0.

2. Press **Search** (🔍) or (🔍) to select a conversion category, if needed.
3. Press **→** or **←** to select the conversion direction, if needed.
4. Type the number to be converted. For example to convert 10 ft. to meters, type 10.

Using the Converter


<<METRIC>>	
FEET → M	
	0.3048
FEET:	10.
M:	3.048
	10.

5. Press  or  to convert it in either direction.





<<METRIC>>	
FEET ← M	
	3.28083989501
FEET:	32.8083989501
M:	10.
	10.

Converting Currency

There are 15 built-in currency exchange rates, 3 of which you can program.

1. Press  (Conv) until you see the currency conversion screen.

EURO	0.00
FRF	0.00
USD	0.00
CUR 1	0.00
CUR 2	0.00
EURO	0.

2. Press Search  or  to select one of the built-in currency exchanges.
3. Type the number for conversion on the bottom row and press ENTER to convert.
4. Press Search  or  to view the other currencies.

Note: The bottom row remains unchanged.

5. Type a new number to start the next conversion.

Setting a Currency Rate

1. Press $\leftarrow \rightarrow$ (Conv) until you see the currency conversion screen.
2. Press SET/EDIT.

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N
G

EURO	1
FRF	6.55957
USD	1
CUR 1	1
CUR 2	1
USD (SET)	1

<SET> will be displayed on the bottom row of the screen to indicate that the unit is now ready for a rate to be set.

Note: All rates must be in relation to the EURO. For e.g. if 1 Euro = 1.0662 US\$, enter 1.0662 as the conversion rate for USD.

3. Press \blacktriangle or \blacktriangledown to cycle through the 3 programmable currencies.

Note: The default names are USD, CUR1 and CUR2. The default conversion rate is 1.

4. Type the new currency name (up to 4 letters or numbers) and press ENTER.
5. Type the new conversion rate.
You can type up to 6 digits.
6. Press ENTER to save the rate.

Installing the PC Sync

Use the following steps to install the PC Sync on your personal computer. Please note that the program has the following system requirements:

- Windows 95 or 98 (English version)
- 10 MB RAM
- 20 MB hard disk space
- CD ROM driver (for installation)
- One free serial communications (COM) port

Note: Your CD comes with a README file which contains detailed instructions on how to use your PC Sync.

- 1. Insert the CD into your CD ROM drive.**
- 2. Double click Setup.EXE to install the program.**

Your PC Sync for windows will be installed in C:\ORGANISER unless you specify otherwise. If the CD ROM does not start automatically, then you will need to do the following:

- 1. Go to Start | Programs | Windows Explorer.**
- 2. Click on your CD ROM drive.**

This is normally E:\. If you changed it, then choose your CD ROM drive.

- 3. Double click Setup.EXE.**

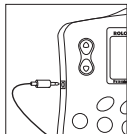
To start your PC Sync Program, do the following:

- 1. Go to Start | Programs | Windows Explorer.**
- 2. Double click C:\ORGANISER.**
- 3. Double click DBANK.EXE.**

Transmitting or Receiving Records

Connecting the Serial Cable

Before you can transmit or receive records you need to do the following:



1. Turn your personal computer off.
2. Connect the 9-pin plug of the Organizer PC Sync cable into a free communications (COM) port.

3. Connect the single-pin plug of the cable into the PC PORT hole on the left side of your organizer.


Configuring the Organizer Software

1. On your personal computer, go to C:\ORGANISER | DBANK.EXE and start up your Organizer PC Sync.
2. Select Databank Model from the Options menu.
3. On the Model Setup window, select Series L.
4. Click OK.
5. Select Serial Port from the Options menu.
6. On the Serial Port Setup window, select the COM port into which you plugged the Organizer

Synchronizing Data With PC Sync

When you synchronize your data, records that were deleted either in your Organizer or PC Sync Program will be deleted in both. New records added in either, will now be added in both. Edited records will be updated in both. If you edit the same record in both your Organizer and your PC Sync Program, copies of both records will be retained.

WARNING! Once you synchronize your Organizer with the PC Sync Program on one computer, they become a matched pair. Should you try to synchronize your Organizer data with PC Sync on another computer, your data is likely to be corrupted. It is best to synchronize between a single matched pair.

1. **Make sure that the cable is connected securely to both the PC and the Organizer.**
2. **In the PC Sync for Windows, click File | Sync with Organizer on the menu bar.**
Verify the model and COM port information.
3. **Click SYNC to confirm synchronization.**
4. **Press  (Time) on your Organizer until the Home Time screen appears.**
5. **Press Data Sync to enter the data communication mode.**

Transmitting or Receiving Records

1 - SYNC?
2 - TX?
3 - RX?

6. Use  or  to select **1-SYNC?** or press **1**.

7. Press **ENTER** to start synchronization.

During synchronization, you will see the following messages:

Transmitting... this means your Organizer is transmitting the data necessary for synchronization.

Receiving... this means your PC has processed the data and is transmitting back the data necessary for synchronization.

WAIT... this means the Organizer is updating the records.

OK! this means synchronization is complete.


After two seconds, your Organizer will return to the initial display mode.

Transmitting or Receiving Records

Note: You cannot send or receive a single directory between your handheld Organizer and PC Sync for Windows. You can send a single record or all the directories.

Warning! When you transfer all directories, your old records at the receiving end will be overwritten. If you wish to retain records unique to your Organizer or PC Sync, choose Synchronization instead of Import or Export.




To Transmit A Single Record

1. Click  (RECEIVE RECORD) on the toolbar of your PC Sync for Windows.
2. Click OK.
Verify the model and COM port information.
3. Click the **Import** button to confirm the operation.
4. Find the file you wish to transmit on your handheld Organizer.
5. Press **Data Sync** and **2-TX?** will be displayed.
6. Press **ENTER** to start the transmission.





The record will be added to PC Sync as a new record.

To Transmit All Records

1. Click **File | Import from Organizer** on the menu bar of your PC Sync.
Verify the model and COM port information.
2. Click the **Import** button.

3. Click **OK** to confirm the operation.
4. Press  (Time) on your handheld Organizer until the Home Time screen appears.
5. Press **Data Sync** to enter the data communication mode.
6. Use  or  to select **2-TX?** or press **2**.
7. Press **ENTER** to start the transmission.

To Receive A Single Record




1. Press  (Time) on your handheld Organizer until the Home Time screen appears.
2. Press **Data Sync** to enter the data communication mode.
3. Use  or  to select **3-Rx?** or press **3** to start the transmission.
4. In the **PC Sync for Windows**, highlight the record you wish to transmit.
5. Click  (**SEND RECORD**) on the toolbar of your **PC Sync for Windows**.
6. Click **OK**.

Verify the model and COM port information.

7. Click the **Export** button to begin transmission.

The record will be added to your Organizer as a new record.

To Receive All Records

1. Press  (Time) on your handheld Organizer until the Home Time screen appears.
2. Press Data Sync to enter the data communication mode.
3. Use  or  to select 3-Rx? or press 3 to start the transmission.
5. Click File | Export to Organizer on the menu bar of your PC Sync.
6. Click the Export button to confirm the operation.

This unit may change operating modes due to Electro-static Discharge. Normal operation of this unit can be re-established by pressing the reset key, ON/OFF or by removing/replacing batteries.

Replacing the Battery

This organizer uses two CR2032, 3-volt lithium batteries. Before you follow these steps you should have a small Phillips screwdriver (one that fits into screws with an "X" notch) and the new batteries at hand.

Warning! When no batteries are installed, this organizer will save your information for only about 30 seconds. So quickly install the new batteries when you remove the old ones.

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1. Turn off the organizer and turn it over.
2. With the Phillips screwdriver, remove the screw to the battery cover and then remove the lid.
3. Remove the old batteries and quickly replace them with the new batteries, with the positive (+) sides facing up.
4. Replace the battery cover.

Warning! If *RESET?* appears when you next turn on the organizer, do not press ENTER unless you want to reset the organizer and erase all your information.

♦ Keep Written Copies of Important Data

This organizer stores your information as long as the batteries supply power.

Warning! If the batteries lose power or are removed, all your information will be lost. Information can also be lost or corrupted if you make a mistake while operating this organizer. Therefore, always keep written copies of your important information in case it is corrupted or lost.

Specifications

Model: RF-384 *Personal Organizer*

Size: 14.3 x 9.6 cm • Weight: 4.5 oz.

Battery: Two CR2032 lithium • Storage capacity: 384 kb

Contacts

For registration and sales call 1-800-266-5626 (U.S. only) or visit us at www.franklin.com. Please have your product number (**RF-384**) and date of purchase handy when you call to register. For customer service call 609-239-4333. For technical support call 609-386-8997.

Cleaning This Product

To clean this product, spray a mild glass cleaner onto a cloth and wipe its surface. Don't spray liquids directly onto the unit. Don't use or store your organizer in extreme or prolonged heat, cold, humidity, or other adverse conditions.

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ATTN: SERVICE DEPARTMENT
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FCC Notice

NOTE: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

NOTE: This unit was tested with shielded cables on the peripheral devices. Shielded cables must be used with the unit to insure compliance.

NOTE: The manufacturer is not responsible for any radio or TV interference caused by unauthorized modifications to this equipment. Such modifications could void the user's authority to operate the equipment.

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